



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
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IN REPLY REFER TO  
MCBBul 5500  
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22 NOV 2016

MARINE CORPS BASE QUANTICO BULLETIN 5500

From: Commander  
To: Distribution List

Subj: 2016 ANNUAL ETHICS TRAINING AND CALENDAR YEAR 2016 CONFIDENTIAL  
FINANCIAL DISCLOSURE REPORT (OGE 450) ELECTRONIC FILING AND  
SUPERVISOR REVIEW REQUIREMENTS

Ref: (a) 5 CFR §§ 2634.901 to 909

(b) DoD 5500.07-R, Joint Ethics Regulation, Chapter 7, Section 3

(c) DEPSECDEF Memo of 19 Jul 16

(c) 5 CFR § 2638.705

(d) 18 U.S.C. § 208

(e) 5 CFR § 2635.502

Encl: (1) Office of Government Ethics Worksheet, "Determining Which Positions should File a Confidential Financial Disclosure Report," September 2016  
(2) FDM Quick Resource Guide – "Filing an OGE 450"  
(3) FDM Quick Resource Guide – "Key Features – Filers"  
(4) Sample OGE 450 Filer's Report Filing and Annual Ethics Training Completion Tracking Spreadsheet

1. Situation. This Bulletin establishes procedures and guidelines for electronic submission of the Calendar Year 2016 (CY16) Confidential Financial Disclosure Report (OGE Form 450) and completion of the 2016 annual ethics training requirements for Marine Corps activities who receive Standards of Conduct/Government Ethics support from the Quantico Area Counsel Office (QACO). Effective January 1, 2017, all OGE Form 450 Confidential Financial Disclosure Report filers must file these reports electronically using the U.S. Army Financial Disclosure Management (FDM) system, located on-line at <http://www.fdm.army.mil/>. FDM is a Government owned and operated, secure web-based program, and is the DoD-wide enterprise system for electronic filing and management of financial disclosure reports. The financial disclosure system preserves the public's trust in the integrity of Government employees and Marines by identifying and preventing potential criminal conflicts of interest or the appearance of a lack of impartiality in the performance of official duties. The financial disclosure reporting process focuses on individuals in key positions with duties or responsibilities that have a direct and substantial effect on the financial interests of non-Federal entities. The OGE Form 450 is

the standardized report used by required filers in the Executive Branch of the Federal Government.

2. Mission. As required by references (a) and (b), certain military and civilian personnel must file an OGE Form 450 covering CY16 and receive required annual ethics training.

### 3. Execution

#### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. QACO will provide ethics counselor review and certification of OGE Form 450 Confidential Financial Disclosure reports for the following commands and activities: (1) Marine Corps Combat Development Command (MCCDC) and its subordinate organizations, to include Capabilities Development Directorate (CDD), Operations Analysis Division (OAD), Futures Division, and Marine Corps Warfighting Laboratory (MCWL); (2) Marine Corps Installations National Capital Region - Marine Corps Base Quantico (MCINCR-MCBO); (3) Marine Corps Intelligence Activity (MCIA); (4) Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS); (5) Marine Corps Air Facility (MCAF); (6) Marine Corps Operational Test and Evaluation Activity (MCOTEA); and (8) Joint Non-Lethal Weapons Directorate (JNLWD). Additionally, QACO will provide live annual ethics training sessions in November and December 2016 for all New Entrant OGE Form 450 filers, and all annual filers who require live training in 2016. All annual OGE 450 filers must receive live training once every three years; this means that filers who did not receive live ethics training in 2015 and 2014 must attend a live ethics training session.

(2) Concept of Operations. QACO will work with supported commands and activities to create and organize OGE Form 450 filer databases online using the FDM website. (<https://www.fdm.army.mil>). OGE Form 450 filers will submit their reports online, and supervisors will review the reports to ensure there are no conflicts of interest with the filer's official duties and financial interests. QACO will complete the ethics counselor review and certification of the OGE Form 450 reports online, ensuring the reports are accurate and contain all required information. QACO will provide live annual ethics training in November and December 2016 to OGE 450 report filers from supported commands and activities that require live training. QACO will also make this training available to OGE Form 450 report filers who submit their reports to another Counsel office or to an SJA office, as approved by the report filer's chain of command. Supported commands and activities may also request and schedule from QACO live annual ethics training sessions within their command spaces. QACO is also available to answer questions from report filers about preparing and filing their OGE Form 450 reports, and to assist supervisors with questions about the review of the submitted reports. Additional resources and information for OGE Form 450 report filers and supervisors is available from the attached references; from the FDM website:

<https://www.fdm.army.mil/helpSupport/helpSupport.htm>; and from the Office of Government Ethics website at:

<https://www.oge.gov/Web/oge.nsf/Resources/Helpful+Resources+for+Confidential+Financial+Disclosure>.

b. Subordinate Element Missions

(1) Unit Commanders and Division Directors will appoint an Action Officer (AO) for this project and forward the name and contact information of their AO to their division supervisors and to the QACO Point of Contact, Mr. Eric Rodriguez, via e-mail at: [eric.rodriguez@usmc.mil](mailto:eric.rodriguez@usmc.mil), or by phone at: (703) 784-3009, by no later than Monday, 5 December 2016.

(2) Supervisors of all OGE Form 450 filers will:

(a) Notify all identified subordinate employees (see enclosure (1) "Who must file"), of their requirement to file the Confidential Financial Disclosure Report;

(b) Forward a list of all identified OGE Form 450 filers to their AO;

(c) Encourage report filers to promptly submit their OGE Form 450 report so that supervisors will have time to review the reports and request clarification if necessary. OGE Form 450 reports cover calendar year 2016, and may not be submitted or dated before 31 December 2016. OGE Form 450 reports must be signed by filer no later than 15 February 2017, unless QACO has granted the filer a filing deadline extension;

(d) Review their subordinates' OGE Form 450 reports online via the FDM website (<https://www.fdm.army.mil>) to determine that each report section is completed and that there are no actual or apparent conflicts of interest between the filer's official duties and the filer's reported financial interests; the financial interests of the filer's spouse and/or dependent children, and the filer's reported outside employment/activities;

(e) Upon completion of the review, electronically sign and date the OGE Form 450 reports on FDM; and

(f) Investigate the circumstances surrounding any required OGE Form 450 subordinate employee's failure to file a complete report by 15 February 2017. In accordance with the references, employees who fail to submit their OGE Form 450 report on time, or who deliberately provide or omit required information, may be subject to administrative or disciplinary measures. For any filers that fail to file their report within the filing deadline, report to the QACO POC (Mr. Rodriguez) any administrative or disciplinary measures taken in response. Note that report filers may request from their supervisors an extension of time to complete the report, if they request the extension before the filing deadline. A QACO Ethics Counselor (EC) may grant a filing extension to a filer for up to 45 days for the first extension; and upon good cause shown, a grant up to another 45 days for a second filing extension, for a total extension of up to 90 days.

(3) Action Officers will:

- (a) Act as the liaison between the supported command/activity and the QACO POC;
  - (b) Prepare a Microsoft Excel spreadsheet listing their OGE 450 Filers and include all information provided in the sample report tracking spreadsheet (Enclosure 4);
  - (c) Record annual ethics training completion of their OGE Form 450 report filers, using the information provided in Enclosure (4), to include date of training completion and method of training (live or via internet/TWMS). Annual ethics training must be completed no later than December 31, 2016. Upon completion of annual ethics training for their command/activity, submit a copy of the annual ethics training worksheet to the QACO POC, Mr. Eric Rodriguez;
  - (d) Track the progress of their OGE Form 450 filers' report submission and supervisor reviews online via FDM; providing reminders to filers and supervisors to complete reports/reviews as required; and
  - (e) Submit upon completion the OGE Form 450 report filing spreadsheet to the QACO POC, Mr. Eric Rodriguez, by e-mail (eric.rodriguez@usmc.mil) or by fax at: (703) 784-5128, no later than 60 days after the report filing deadline of Wednesday, 15 February 2017.
- (4) QACO will:
- (a) Provide in person 2016 Annual Ethics Training Briefs;
  - (b) Conduct the Ethics Counsel review and final certification of the report. If additional information is required from the report filer, QACO will directly contact the filer/or return the electronic report back to filer for correction;
  - (c) Review, and if warranted, grant requests from report filers for a filing deadline extension; and
  - (d) Compile and update OGE Form 450 report tracking spreadsheets received from AOs and record final certification of reports.

4. Administration and Logistics

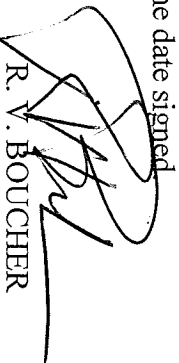
- a. Enclosure (1) provides guidance concerning who must file an OGE Form 450. The Marine/employee's immediate supervisor has primary responsibility for determining whether the duties of the position require filing this report.
- b. All OGE Form 450 filers must complete annual ethics training either on-line via TWMS or attend ethics training provided by the QACO no later than Friday, 30 December 2016.

- c. QACO will provide live, in-person annual ethics training on 5, 6, and 7 Dec 2016 at Grey Research Center. Two sessions will be offered, the first from 1300-1400, and the second 1430-1530. Additionally, AO's are encouraged to contact the QACO POC, Mr. Eric Rodriguez, to schedule in-person annual ethics training for their OGE 450 filers at their command spaces.
- d. The OGE Form 450 report covers the period from 1 January 2016 through 31 December 2016.
- e. The FDM electronic report filing system safeguard's its user's privacy. FDM is a secure website; access to the FDM website is only available to authorized users via a Department of Defense Common Access Card (CAC), and the information contained in financial disclosure reports is encrypted. The report is protected under the Privacy Act, and is not subject to release to the public under the Freedom of Information Act (FOIA). The report may only be used for the purposes as stated in references (a) and (b).

5. Command and Signal

a. Command. This Bulletin does not apply to the following tenant activities: FBI Academy, Fourth Light Armored Reconnaissance Battalion, Marine Corps Recruiting Command (MCRC), Manpower and Reserve Affairs (M&RA), Wounded Warrior Regiment (WWR), Marine Corps Systems Command (MCSC), Marine Corps Tactical System Support Activity East (MCTSSA), Marine Helicopter Squadron One (HMX-1), Marine Corps Embassy Security Group (MCESG), National Geospatial-Intelligence Agency (NGIA), and the Naval Criminal Investigative Service (NCIS). These activities should coordinate with their Counsel or Staff Judge Advocate for instructions on how to comply with financial disclosure reporting requirements and completing their ethics training.

b. Signal. This Bulletin is effective the date signed



R. V. BOUCHER

DISTRIBUTION: A

**CONFIDENTIAL FINANCIAL DISCLOSURE REPORT**

Employee's Name (Print last, first, middle)		Executive Branch		E-mail Address		Grade	
Position/Title							
Agency							
Work Phone							
Check box if Special Government Employee <input type="checkbox"/> If an SGE, Mail							

**IDENTIFYING  
CONFIDENTIAL  
FILERS**

Step 1: Read the instructions on the back of this form.

Step 2: For each statement, indicate whether you agree or disagree with the statement by marking "A" for Agree or "D" for Disagree.

I. I have reportable liabilities (debts) for myself, my spouse, or my dependent children.		Date (mm/dd/yyyy)
II. I have reportable outside positions or arrangements for myself, my spouse, or my dependent children.		Date (mm/dd/yyyy)
III. I have reportable agreements or arrangements for myself, my spouse, or my dependent children.		Date (mm/dd/yyyy)
IV. I have reportable gifts or travel reimbursements for myself, my spouse, or my dependent children.		Date (mm/dd/yyyy)
V. I have reportable gifts of art or collectibles for myself, my spouse, or my dependent children.		Date (mm/dd/yyyy)

NOTE: Statement V is for annual reimbursements for myself, my spouse, or my dependent children. You must describe the reportable interests that you have in the corresponding Part (I, II, III, IV, or V) of the form.

Step 3: If you selected Yes for any statement, you must describe the reportable interests that you have in the corresponding Part (I, II, III, IV, or V) of the form.

Step 4: Sign and date the form on this form and all attached statements are true, complete, and correct to the best of my knowledge.

Step 5: Submit the statements I have made on this form and all attached statements are true, complete, and correct to the best of my knowledge.

Signature of Employee

Signature of Reviewer (if required by the agency)

FOR REVIEWERS' USE ONLY:

On the basis of information contained in this report and the "Comments" box below, I certify that the filer is in compliance with applicable laws and regulations, except as noted in the "Comments" box below.



Comments	Phone Number	Date (mm/dd/yyyy)
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On additional page ☐


This job aid is designed to assist you in determining whether a career employee should file a Confidential Financial Disclosure Report (OGE Form 450). Some Schedule C employees and special Government employees may also be required to file an OGE Form 450.

## Determining Which Positions Should File A Confidential Financial Disclosure Report: A Worksheet



This job aid is designed to assist ethics officials in determining whether a career employee should file a Confidential Financial Disclosure Report (OGE Form 450). Some Special Government Employees and Schedule C employees may also be required to file confidential financial disclosure reports. If you have questions about the criteria listed below, contact your agency's Ethics Office.

I. Pay		
<p>1. <input type="checkbox"/> Is the employee's position classified at or below the GS-15 level?</p> <p style="text-align: center;"><b>OR</b></p> <p><input type="checkbox"/> If the employee is not paid on the GS scale, is the employee's rate of basic pay less than 120% of the minimum rate of basic pay for the GS-15 level?</p> <p style="margin-left: 40px;">Basic pay does not include locality payments, bonuses, etc. For reemployed annuitants, the rate of basic pay is the employee's basic pay before any salary offset is applied.</p>	<p><input type="checkbox"/> <b>Yes</b></p> <p>Go to question 2.</p>	<p><input type="checkbox"/> <b>No</b></p> <div style="text-align: center;">  </div> <p>Your agency's Ethics Office will determine if this employee must file a public financial disclosure form.</p>
II. Type of Work Done By the Employee		
<p>2. Does the employee's work involve at least one of the following:</p> <p><input type="checkbox"/> contracting or procurements above the micro-purchase threshold;</p> <p style="margin-left: 40px;">Example: A GS-7 Office Automation Clerk is issued a purchase card to buy office supplies for her work unit as needed. Such an employee is generally excluded from filing.</p> <p><input type="checkbox"/> administering, awarding, monitoring, or making determinations regarding grants, subsidies, licenses, or other federal benefits;</p> <p><input type="checkbox"/> regulating, auditing, or inspecting non-federal entities*;</p> <p><input type="checkbox"/> performing other activities, when those activities will have a direct and substantial effect on the financial interests of non-federal entities.</p> <p style="margin-left: 40px;">*<i>Non-federal entities</i> include, for example, businesses, non-profit organizations, and state and local governments.</p>	<p><input type="checkbox"/> <b>Yes</b></p> <p>Go to question 4.</p>	<p><input type="checkbox"/> <b>No</b></p> <p>Go to question 3.</p>
<p>3. Is the employee serving in any other position where there is a potential for conflict of interest, appearance of favoritism or loss of impartiality?</p> <p style="margin-left: 40px;">Examples include:</p> <p><input type="checkbox"/> investigating or prosecuting violations of criminal or civil law;</p> <p><input type="checkbox"/> representing the United States in litigation or other proceedings;</p> <p><input type="checkbox"/> scientific or social science research, when the research will have a direct and substantial effect on the financial interests of non-federal entities.</p>	<p><input type="checkbox"/> <b>Yes</b></p> <p>Go to question 4.</p>	<p><input type="checkbox"/> <b>No</b></p> <div style="text-align: center;">  </div> <p>If you said "no" to questions 2 <u>and</u> 3, the employee does not need to file.</p>



<p>4. Does the employee:</p> <p><input type="checkbox"/> only provide information?</p> <p>Example: A GS-13 librarian for the Patent and Trademark Office (PTO) shows PTO staff members how to research the uniqueness of an invention and design complex search queries of the agency's electronic databases. The librarian does not make decisions on the patentability of the invention.</p> <p><b>OR</b></p> <p><input type="checkbox"/> only work on administrative or peripheral matters?</p> <p>Example: A draftsman prepares the drawings to be used by an agency in soliciting bids for construction work on a bridge. He is not involved in the contracting process associated with the construction.</p> <p>Example: An agency has just hired a GS-5 Procurement Assistant who is responsible for typing and processing procurement documents, answering status inquiries from the public, performing office support duties such as filing and copying, and maintaining an online contract database. The Assistant has no actual contracting or procurement responsibilities.</p>	<p><input type="checkbox"/> <b>Yes</b></p> <p></p> <p>The employee does not need to file a confidential financial disclosure report.</p>	<p><input type="checkbox"/> <b>No</b></p> <p>Go to question 5.</p>
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### III. Employee's Level of Responsibility

<p>5. Does the employee:</p> <p><input type="checkbox"/> engage in the work activity identified in Section II by exercising significant judgment in performing any of the following job functions?</p> <p><input type="checkbox"/> making decisions;</p> <p><input type="checkbox"/> approving or disapproving;</p> <p><input type="checkbox"/> making recommendations;</p> <p><input type="checkbox"/> conducting investigations;</p> <p><input type="checkbox"/> rendering advice or opinions.</p> <p><b>OR</b></p> <p><input type="checkbox"/> actively supervise a subordinate's performance of any of the above-listed job functions?</p>	<p><input type="checkbox"/> <b>Yes</b></p> <p>Go to question 6.</p>	<p><input type="checkbox"/> <b>No</b></p> <p></p> <p>The employee does not need to file a confidential financial disclosure report.</p>
<p>6. Does the employee receive substantial supervisory review?</p> <p>Example: A GS-13 employee at an independent grant making agency conducts the initial agency review of grant applications from nonprofit organizations and advises the Deputy Assistant Chairman for Grants and Awards about the merits of each application. Although the process of reviewing the grant applications entails significant judgment, the employee's analysis and recommendations are reviewed by the Deputy Assistant Chairman, and the Assistant Chairman, before the Chairman decides what grants to award.</p>	<p><input type="checkbox"/> <b>Yes</b></p> <p></p> <p>The employee does not need to file a confidential financial disclosure report.</p>	<p><input type="checkbox"/> <b>No</b></p> <p>The employee should file a confidential financial disclosure report.</p>





## Contact Information

If this is the first time you are filing a report in FDM, the Contact Information page is displayed which contains information regarding your name, address, telephone number, position/title, e-mail address, etc. All fields must be filled in before you can continue.

## Pre-Populate Report

FDM simplifies the maintenance of financial disclosure reports by allowing you to carry over any previously entered financial disclosure reporting information when creating new reports.

**Note:** You can only pre-populate from reports created after 12/21/2006. Any reports created before this date, will not be available to be selected for pre-population.

6. Select an existing report to pre-populate this report or select Don't Pre-populate My Report and click **Continue**.

7. Review the Due Date, Contact Information pages and click **Continue**. The Report has a draft Review Status.

**Note:** "No" does not pre-populate from the previous report.

## Report Data

Information in the Report Data sections relate to the Filer, spouse and dependent children. You must click through all sections of the OGE 450 being sure to select **No** even if you do not have any information to disclose for that section.

The process for entering report data is the same no matter what type of information you need to report.

8. Select **Yes** and then click **Continue**.

9. Type the appropriate non-investment income information and click **Save**.

10. Click **Continue** to move to the next Report Data section.

The following Report Data sections are included in an OGE 450 financial disclosure report.

- Non-Investment Income
- Assets
- Liabilities
- Outside Positions
- Agreements
- Gifts

**Financial Disclosure Management**

My Account | My Info | My Reviews | Admin | Management Reports | Resources

Report Date: [Attachments](#) | [Comments](#) | [Flags](#) | [Audit Trail](#) | [View/Print](#) | [Review Status](#) | [Compare](#)

Draft - Myles Long, 2006 Annual OGE 450 Report

Getting Started | Non-Investment Income | Assets | Utilization | Outside Positions | Agreements | **Flags** | What's Up

Report Not Ready for Submission

The following issues have been detected in your report:

Red Flag - Your report has 3 Red Flags. You must correct flagged entries before submitting your report. Questions - contact your legal advisor.

➤ Please continue to review your Red Flags.

[< Back](#) [Continue >](#)

**Common Questions**

- How do I get back here?
- What are flags?
- How do I review my report flags?
- What happens if I do not fix by the required date?
- Are there any penalties for an incomplete or false report?
- How do I request an extension?
- Glossary

## Wrap-Up

During Wrap-up, FDM alerts you of any incomplete or missing information.

Review your report flags and correct any errors before submitting your report. A red flag indicates required information is missing and that it must be provided before the report can be submitted. OGE 450 filers cannot submit a report that has red flags. A yellow flag indicates that information is missing but is not required in order to submit your report.

### Reviewing Flags

11. Click **Flags** at any time to review a listing of your Red and Yellow flags.
12. Click **Edit** beside any flagged area to adjust that entry.
13. When complete, click **Wrap-Up**. The Report Ready for Submission page is displayed.

### Report Ready for Submission

14. On the Report Ready for Submission page, select **Submit Now** to submit your report for review by your Supervisor and 450 Certifier.

### 15. Click **Continue**.

Note: You can also opt to select **Submit Later** if you cannot complete your report at this time.

### eSigning an OGE 450

16. Before eSigning your report, review the certification information regarding the DoD Joint Ethics Regulation requirement to acknowledge the annual post-employment certification and notification about post-Government Employment restrictions.
17. Click **eSign**. Your report has been submitted.

Note: Click **View this Report** to view and print your report prior to submission.

An e-mail message is automatically sent to your reviewers indicating that your report is awaiting their review.

**Financial Disclosure Management**

My Account | My Info | My Reviews | Admin | Management Reports | Resources

Report Date: [Attachments](#) | [Comments](#) | [Flags](#) | [Audit Trail](#) | [View/Print](#) | [Review Status](#) | [Compare](#)

Draft - Myles Long, 2006 Annual OGE 450 Report

Getting Started | Non-Investment Income | Assets | Utilization | Outside Positions | Agreements | **Flags** | What's Up

Report Ready for Submission

**Red Flags**

Asset Name	Type of Asset	Owner	No Longer Held	Edit
Beach House, USA	Real Estate	Joint		<a href="#">Delete</a>

- It is required to specify if the asset was still being held.
- The city of the real estate is required.
- The state of the real estate is required.

[< Back](#) [Continue >](#)

**Common Questions**

- What are flags?
- Glossary

**Financial Disclosure Management**

My Account | My Info | My Reviews | Admin | Management Reports | Resources

Report Date: [Attachments](#) | [Comments](#) | [Flags](#) | [Audit Trail](#) | [View/Print](#) | [Review Status](#) | [Compare](#)

Draft - Myles Long, 2006 Annual OGE 450 Report

Getting Started | Non-Investment Income | Assets | Utilization | Outside Positions | Agreements | **Flags** | What's Up

Report Ready for Submission

- Congratulations, you have completed entry of your 2006 Annual report.
- The next step is to submit the report to your Supervisor for their review.
- Submit Now
- Submit Later

[< Back](#) [Continue >](#)

**Common Questions**

- If I select to review my report one last time, will it be submitted back to me to submit to?
- What happens if I do not fix by the required date?
- Are there any penalties for an incomplete or false report?
- How do I request an extension?
- Glossary

**Financial Disclosure Management**

My Account | My Info | My Reviews | Admin | Management Reports | Resources

Report Date: [Attachments](#) | [Comments](#) | [Flags](#) | [Audit Trail](#) | [View/Print](#) | [Review Status](#) | [Compare](#)

Draft - Myles Long, 2006 Annual OGE 450 Report

Getting Started | Non-Investment Income | Assets | Utilization | Outside Positions | Agreements | **Flags** | What's Up

esign Report

View this report

Step 11: By eSigning...

I hereby certify that the report data I have entered and all flags I have attached are true, complete, and correct to the best of my knowledge.

In accordance with the Digital Signature Act of 1999, I recognize that: my assigned electronic or digital signature shall be that of the same legal nature and effect as a handwritten signature, and that the signature shall be ascertained by the assigned electronic or digital signature verification system, thereby conferring the use of signature.

Understanding that my signature is applied to the information that I have entered and that the provisions governing the information on this screen or printed page.

Step 21: eSign your report

View this report

[eSign](#)

**Common Questions**

- How do I get back here?
- Are there any penalties for an incomplete or false report?
- How do I request an extension?
- Glossary

Report Year	2006
Reporting Status	Arrual
Employee's Name	Long, Myles

[illegible]

<p><b>Table of Contents</b></p> <p><b>Report Date</b></p> <p>Non-Resident Income</p> <p>Assets</p> <p>Liabilities</p> <p>Outside Positions</p> <p>Agreements or Arrangements</p> <p>Gifts and Travel</p> <p>Reimbursements</p> <p>Attachments</p> <p>Comments</p> <p>Flags</p> <p>Audit Trail</p> <p>Review Date</p>
--

**→ Add New Report**

Year	Reporting Status	Review Status	Last Updated	
2008	Annual	Under Review	09/23/2008	Amend V1 new
2007	New Entrant	Complete	09/23/2008	V1 new

## ADDING REPORT COMMENTS

Comments can be added to specific line items or to the OGE 450 report itself as substantive or non-substantive comments. Comments (and attachments) can also be added to a report after the report is complete (see next section).

### Adding a Line Item Comment

1. Click **Add a Comment** beside the appropriate line item you added. The Add Comment page is displayed
2. Type the appropriate information and click **Save**.

### Adding a Report Comment

1. Click **Comments** in the My Reports submenu. The Comments page displays.
2. Click **Add Report Comment**.
3. Type the appropriate information and click **Save**.

## Supplemental Report Comments and Attachments

At times, reviewers may request OGE 450 filers to provide additional report information even after the report review is complete (e.g. a disqualification, an ethics agreement.) Consult your ethics counselor for assistance before using this feature.

In FDM, Filers and their assistants can add this supplemental information through report comments and report attachments once the report is complete.

1. On the Reports List Page, click **View** beside the appropriate OGE 450 completed report.

You can add either additional report comments or attachments to your completed report.

### Supplemental Report Comments

2. Click the Comments sub-tab and then click **Add Report Comment**.
3. Type your comment and then click **Save**.

At this point you can edit the comment you just added or add any additional report comments. Report comments cannot be deleted.

### Supplemental Report Attachments

1. Click the **Attachments** sub-tab and then click **Add Attachment**.
2. Select the **Attachment Type** and then type a brief description of your file in the **Notes** field.
3. Click **Browse** to locate the file you wish to upload to your financial disclosure report.
4. Once you have found the file, click **Upload**.

At this point you can Replace and/or Delete any existing attachments or add a new attachment.

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**FINANCIAL DISCLOSURE MANAGEMENT PROGRAM (FDM) FOR FILING OGE 450'S**

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1. **PURPOSE:** The purpose of an OGE 450 is to assist employees and their agencies in avoiding conflicts of interest between official duties and private financial interests or affiliations. Agency ethics officials will use the information to determine whether any potential conflicts exist. The OGE 450 is for your protection and promotes communication between the Filer and the supervisor related to ethics issues to avoid potential conflicts of interest with non-federal entities.

2. **CAUTION.** If you have particular business with a non-federal entity that crosses over into your government position, you **must excuse yourself** from activities with them in your government capacity. You are prohibited from using inside information for private gain for yourself or others. Neither you, nor anyone in your household, may own stock, hold an employment position, or negotiate employment with businesses or individuals directly related to the performance of your official duties.

3. **AUTHORITY:** United States Office of Government Ethics (OGE), an executive branch of the Federal Government, mandates the filing of OGE 450 reports under the authority of Title IV of the Ethics in Government Act of 1978, as amended (Ethics Act) and the implementing regulations at 5 CFR part 2638. Under title IV (5 U.S.C. app.), the Director of the Office of Government Ethics (OGE) is to monitor and investigate individual and agency compliance with the public and confidential financial disclosure requirements (§ 402(b)(3) and (5)). Under part 2638, OGE is to monitor compliance with the public and confidential financial disclosure requirements (§ 2638.102(a)(4)), and evaluate the effectiveness of programs designed to prevent conflicts of interest (§ 2638.102(a)(6)).

4. **CRITERIA:** What are the criteria for Filing? Generally when the **official responsibilities** of DoD employees require them to participate personally and substantially through decision or exercise of significant judgment, and without substantial supervision and review, in taking an **official action** for contracting or procurement, administering or monitoring grants, subsidies, licenses or other Federally conferred financial or operational benefits, regulating or auditing any non-Federal entity, or other activities in which the final decision or action may have a **direct and substantial economic impact** on the interests of any non-Federal entity.

Who should File? In compliance with DoD 5500.07-R, Joint Ethics Regulation (JER) dated 17 November 2011:

- Decision makers and those substantially involved in official actions for contracts or procurement.
- Employees who administer or monitor grants, subsidies, licenses or other Federally conferred financial or operational benefits.
- Those involved with regulating or auditing any non-Federal entity.
- Persons with a direct and substantial economic impact on the interest of any non-Federal entity.
- Commanding officers, heads and deputy heads, executive officers of all Army installations.

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**FINANCIAL DISCLOSURE MANAGEMENT PROGRAM (FDM) FOR FILING OGE 450'S**

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- Those designated by design of their position description.
  - Those determined by their supervisor. (Within USA Cadet Command, the senior Professor of Military Science (PMS) at each university will file.)
  - Special Government Employees (SGE) as required by their supervisor **EXCEPT** for these positions:
    - Physicians & dentists who only provide services to patients.
    - Veterinarians providing only veterinary services.
    - Lecturers participating only in educational activities.
    - Chaplains performing only religious services.
    - Motion picture or TV employees who only narrate or act in DoD productions.
    - Reservist on active duty less than 30 consecutive days.
    - Members of selection panels for ROTC candidates.
5. **WARNING:** Non-compliance may result in disciplinary action by the supervisory chain or other authority. Knowing and willful falsification of information may also be subject to criminal prosecution.
6. **REPORTING PERIOD:** The reporting period is for the preceding 12 months and is as follows:
- a. New Entrants, the reporting period is the preceding 12 months from your Filing notification. For example, you are notified to file an OGE 450 on 1 September 2015. You must report from 1 September 2014 to 31 August 2015.
  - b. Annual Filing, the 12 month reporting period is the last calendar year. For example, you are notified to file your annual 2016 report on 1 January 2016. You must report your financial activity from 1 January to 31 December 2015, the previous year. Annual reports begin on 1 January of each year and may **not** be started any earlier. If you have a previous OGE 450 on file, it should incorporate into the new year to alleviate re-entering your basic information. Be sure to review for necessary changes.
7. **DEADLINE:** New Entrants have 30 days in which to complete the OGE 450. Annual Filers must complete their reports no later than 15 February of each year. Sooner is preferable and highly encouraged as the FDM data base gets overloaded toward the end of the filing season. Valid extensions may be granted through the Ethics Counselor. Procrastination is **NOT** a legitimate excuse.
8. **GETTING STARTED:** All OGE 450's will be completed online at <https://www.fdm.army.mil> upon notification from the local Ethics Office. You will be notified via e-mail directly from FDM. If you are NOT receiving e-mails from FDM, log in, go to the MY INFO tab and **update your e-mail address**, and your telephone number as well. The first



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**FINANCIAL DISCLOSURE MANAGEMENT PROGRAM (FDM) FOR FILING OGE 450'S**

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course of business is to log into FDM which can present difficulties. Solutions may be one of the following:

- Your CAC card is not credentialed with Army Knowledge Online (AKO). This can be accomplished by your information technical administrator.
- Your AKO username and password is not current, and must be updated in AKO.
- Try an initial log in using your AKO username and password. The user name is the first part of your **AKO** e-mail address prior to the “@”.
- Everyone may be trying to log into FDM at once, thus slowing down the system, try later or the next day.
- FDM populates AKO e-mail addresses of all Army and civilian personnel. If your name is common, you may not actually be in FDM. Contact your ethics office to correct.

OGE 450 Data: Gather your income, assets, liabilities, outside positions, agreements or arrangements, gifts and travel reimbursements. This is typically not as difficult as it may seem. Keen attention to the below instructions will play a major factor.

9. **REPORTABLE DATA:** This **includes** yourself, your spouse, and dependent children for ALL of the below categories. Value or dollar amounts are NOT required. Below is a general guideline of reportable data and is **not** inclusive:

a. **Income.** This covers non-government employment, rentals, capital gains, commissions, fees, retirement benefits, honorarium, dividends, distributions from partnerships, etc. List the name of the income source, city and state.

(1) REPORT (if the value was **more than \$1,000.00** for the year, **or** income produced **more than \$200.00**):

- 401K distributions.
- Capital gains.
- Commissions.
- Distribution of sector funds. Sector funds are individual **specific** funds such as cash, petroleum, energy, medical companies, Johnson & Johnson, Google, Japan, Ford Motor Company, other such specific stocks and bonds.
- Distributions from partnerships.
- Dividends.
- Earned income of spouse from any one source that was more than \$1,000.00.
- Earned income of the Filer from any one source that was more than \$200.00.

**FINANCIAL DISCLOSURE MANAGEMENT PROGRAM (FDM) FOR FILING OGE 450'S**

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- Fees.
- Gambling income more than \$200.00.
- Honorarium. This includes gratuity, compensation, rewards, etc. for an appearance, speech, article, etc. less travel expenses.
- Income from rental property.
- Life insurance distributions.
- Non-government employment of self and spouse.
- Retirement benefits (non-government).
- Scholarships.
- Sold assets that produced more than \$200.00.

**(2) DO NOT REPORT:**

- Dependant child's earned income.
- Federal Government income.
- Military service/retirement benefits.
- Social security.
- TSP.
- Veteran's benefits.

**b. Assets.**

**(1) REPORT (if the value was more than \$1,000.00 for the year, or income produced more than \$200.00):**

- 401K from a non-federal entity.
- 529 or other pre-paid college tuition funds; include full name of the plan, the sponsor, portfolio name.
- Collectibles held for investment.
- IRA's only if in **sector** funds. Sector funds are individual **specific** funds such as cash, petroleum, energy, medical companies, Johnson & Johnson, Google, Japan, Ford Motor Company, other such **specific** stocks and bonds.
- Life insurance, not term, includes Universal Life, Whole Life, Variable Life, etc. Report the company name and the holder; self, spouse, dependant.
- Other sector funds.
- Partnership interests.
- Real estate that produces more than \$200.00. within the reporting period.
- Tax shelters.

**(2) DO NOT REPORT:**

**FINANCIAL DISCLOSURE MANAGEMENT PROGRAM (FDM) FOR FILING OGE 450'S**

- Bank Certificates of Deposit.
- Checking or savings accounts.
- Diversified mutual funds. These types are in multiple funds and need not be reported.
- Money market accounts.
- Monies from a family member.
- Term life insurance.

**c. Liabilities.**

(1) REPORT any liabilities or loans over \$10,000.00 from an individual such as a friend, relative, or business associate. Include the person's name, city and state.

(2) DO NOT REPORT liabilities or loans from a financial institution or business available to the general public:

- Automobile loans.
- Credit card balances.
- Mortgage.
- Student loans.

**d. Outside Positions.**

(1) REPORT non-government positions whether or not you were compensated:

- Director.
- Educational institution.
- Employee.
- Executor or consultant of a corporation.
- General partner.
- Non-profit or volunteer organization.
- Officer.
- Partnership.
- Proprietor.
- Representative.
- Trust.
- Trustee.

(2) DO NOT REPORT:

- Fraternal.

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**FINANCIAL DISCLOSURE MANAGEMENT PROGRAM (FDM) FOR FILING OGE 450'S**

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- Political entity.
- Positions part of your official duties.
- Religious.
- Social.

**e. Agreements or Arrangements.**

**(1) REPORT:**

- 401K, including continuing participation in an employee pension or benefit plan from a former employer.
- A leave of absence.
- Future employment including date you accepted the employment offer.
- Continuation of payment by a former employer.
- Severance payments.

**(2) DO NOT REPORT** agreements or arrangements related to Federal Government.

**f. Gifts and Travel Reimbursements.**

**(1) REPORT:** Gifts totaling more than \$375.00 from a single source including lodging, transportation and food.

**(2) DO NOT REPORT:**

- Gifts from relatives.
- Reimbursements for official government travel.
- Bequests and other forms of inheritance.
- Gifts of hospitality for non-business at the donor's residence or personal premises such as food, lodging, entertainment.
- Gifts to your spouse or dependent children independent from their relationship to you.

For Frequently Asked Questions (FAQ), go to <http://www.oge.gov/Financial-Disclosure/Confidential-Financial-Disclosure-450/OGE-Form-450-FAQs/OGE-Form-450-FAQs/> or simply Google "OGE 450 FAQ".

**10. UNIQUE CIRCUMSTANCES:** Not every scenario is answerable in this forum. Contact your ethics counselor or point of contact for specific questions and answers. A rule of thumb is; it's better to provide too much information than too little. Do **not** list dollar amounts or value.

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**FINANCIAL DISCLOSURE MANAGEMENT PROGRAM (FDM) FOR FILING OGE 450'S**

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11. **SUBMITTING YOUR REPORT:** All OGE 450's must be completed electronically in FDM and e-signed in order to be compliant with the filing requirement. Your designated supervisor will e-sign as the reviewer, prior to legal review by an official ethics counselor. The designated supervisor in FDM does not necessarily imply your actual supervisor, but a reviewer. A group of personnel may have the same "supervisor" in a particular organization for simplicity purposes.

12. **ANNUAL ETHICS TRAINING** is mandated by OGE and reinforced by the Secretary of the Army. It is required each calendar year and should be completed by 1 December. Methods of training can be web based, classroom instruction, or written materials provided by ethics officials. You, the Filer, **must** provide proof of training to your designated POC or ethics official for input into FDM, otherwise, you will **not** be compliant.

13. **PRIVACY:** The OGE 450 is a confidential form, and thus **not** releasable to the public. All Filers will have their OGE 450 reviewed by a designated reviewer in their chain of command, in FDM, they are labeled as the supervisor. Upon completion of the supervisor review, an ethics counselor will review to ensure there is not a conflict of interest between personal interests and professionalism. The release of information typically stops there, however, The Privacy Act Statement, 5 U.S.C., §552a, lists other limited circumstances and persons who may have access to an individual's report. OGE publishes its own chapter of regulations each year in the Code of Federal Regulations, in 5 C.F.R. Chapter XVI. Chapter XVI is divided into two subchapters:

- The regulations in subchapter A (parts 2600 – 2610) concern the internal organization and operation of OGE.
- The regulations in subchapter B (parts 2634 – 2641) are broader in scope and are central to the executive branch ethics program. In particular, the OGE regulation at 5 C.F.R. part 2635 contains standards that govern the conduct of all executive branch employees. The other regulations in Subchapter B contain guidance concerning the interpretation of certain civil and criminal conflict of interest laws, implement statutory provisions relating to financial disclosure, and describe responsibilities relating to the administration of the executive branch ethics program.

# KEY FEATURES - FILERS



This guide will give you a brief overview of some of the main features and components of the Financial Disclosure Management (FDM) system. Separate Quick Reference Cards will give you a more in depth, step-by-step look at the various processes contained within FDM.

The functions of the FDM System are personalized to your FDM role giving you instant access to relevant data. All FDM functions are organized into separate tab categories. FDM has two main tabs for Filers, My Reports and My Info.

### Financial Disclosure Management

Welcome to

Login using your CAC

**Login**

Forgot your CAC PIN?

and OGE 450 Financial Disclosure Reports

Login using your CAC

**Login**

Forgot your CAC PIN?

Financial Disclosure Management (FDM) is a 2003-regulated and operated, undelisted information system for the electronic filing, reviewing, and managing of required financial disclosure reports. It is a secure, limited access information system. By using it and entering your financial information you acknowledge that you are providing information to the public and that you understand the consequences of providing false information. FDM administrative personnel. All such personnel are bound by law, regulation, policy, and procedure to protect the confidentiality of the information provided to the system. FDM administrative personnel are not to be considered confidential information.

System subject to Federal law and is provided by submission to U.S. Government use only. It may be purchased under the Computer Fraud and Abuse Act of 1986.

User Agreement | Security and Privacy Notice | Help | Accessibility | Developed by: CECOM LCMC

### My Reports

Reports Not Started Reports List

Welcome P X. Jays, J.

Click "Start This Report" button to start the assigned report.

Start File Report	Year	Reporting Status	Org Unit	Current Due Date
2009	Annual	AMC 1	02/17/2009	

You may find it helpful to have the following information to prepare a report:

- Know your previous OGE 450 (if you have filed before)
- Tax return
- Brokerage and/or mutual fund statements
- Rental agreements
- Any agreements or arrangements from past, current or future employers
- Loan statements (if over \$10,000)

Go to Reports List to start a different report or to work on an existing report.

### My Reports

My Info Resources

Welcome L X. Hamilton, J2

Annual Inherent SF 278 Reports are due 15 May.

- Annual Post-Employment Certification is completed concurrent with SF 278 submission online.
- To start a new SF 278 report click "Add New Report."
- To work on an existing report select a report from the table below.

My SF 278 Reports

Year	Reporting Status	Review Status	Last Updated	Action
2009	Inherent	Under Review	04/08/2009	View
2008	Inherent	Complete	04/08/2009	View
2007	New Inherent	Complete	04/08/2009	View

Security and Privacy Notice | Help | Accessibility | Developed by: CECOM LCMC

## Accessing FDM

Before you can log in to the Financial Disclosure Management system (FDM), you must be a registered FDM user. Simply type in <https://www.fdm.army.mil> into your browser address bar and then click the **Login** button on the left side of the page.

### Using Your CAC

If you have a CAC, click Login (Login Using your CAC) on the FDM Login page.

### Using Your User Name and Password

You can also access FDM by typing in your User Name and Password\*. Be sure to select your appropriate authenticating source/user directory from the Login Using drop-down.

**Note:** \*Your User Name and Password are typically your network login information.

## My Reports

My Reports is the main work area for filers where they can create and manage their disclosure reports.

### Reports Not Started

OGE 450 and 278 Filers and Filer Assistants are directed to Reports Not Started tab when they have been assigned to create a disclosure report in FDM. This page is the where Filers begin creating financial disclosure reports. Once a Filer or Filer Assistant starts an assigned report, the report will move from the Reports Not Started page to the Filer's Reports List page.

### Reports List

The Reports List displays any reports you already have in FDM. OGE 278 and OGE 450 Filers and Filer Assistants can opt to create a different report than the one assigned, by clicking Reports List tab.

The Reports List is where any filer would go to amend a report that is under review.

Filer Assistant's begin creating financial disclosure reports from the Assist Filers page. If a Filer Assistant has more than one filer, they can select the Filer through a drop-down list on the page.

**My Reports** **My Info** **Resources**  
 Reports List Started Reports List

Welcome P. X. Jays, I

Annual OGE 450 Reports are due 15 February.

- To start a new OGE 450 report click "Add New Report".
- To work on an existing report select a report from the table below.

My OGE 450 Reports

Year	Reporting Status	Review Status	Last Updated	Edit	Print	View
2009	Annual	Draft	04/08/2009			
2008	Annual	Under Review	04/20/2009	Amend		
2007	New Entrant	Complete	04/20/2009			View

**Common Questions**

- What is the FDM #390?
- Why must I file this report?
- How is the information that I report used?
- Who may see my report?
- How is my financial information protected?
- The OGE Form 450 reporting rules are changing. What are the changes?
- What are the reporting rules for the OGE 450?
- Is there an extension for service during a period of national emergency or in a

## Report Data

Report Data is the main area used for preparing a financial disclosure report. Filers and their Assistants can access Report Data by clicking **View**, **Edit** or **Amend** beside a financial disclosure report on the Reports List page.

Other useful Report pages are:

<b>Attachments</b>	Within Attachments, a Filer can add, replace or delete attachments and Reviewers can view any associated attachments. Attachments can also be added to a report after the report is complete.
<b>Comments</b>	Within Comments, Filers and Reviewers can record their comments on a financial disclosure report. Filers can edit comments if the financial disclosure report has a draft status. Comments can also be added to a report after the report is complete.
<b>Flags</b>	Within Flags, Filers and Reviewers can review any financial disclosure report flags, to note any missing or invalid information.
<b>Audit Trail</b>	The Audit Trail tracks and time stamps all changes made to the report.
<b>View/Print</b>	Within View/Print, a Filer or Reviewer can view and print a financial disclosure report, flags, comments, job description.
<b>Review Status</b>	Review Status page shows the progress of a financial disclosure report, which includes signing status, a list of assigned reviewers and their role as well as their review and signature date.
<b>Compare</b>	In FDM, you can easily compare changes/differences between a prior report and the current report. This feature is only available if you pre-populated from a previous report.

**My Info** **My Reviews** **Admin** **Ethics Training** **Management Reports** **Resources**  
 Recent Attachments Comments Flags Audit Trail View/Print Review Status Compare Reports Note

Complete - L. X. Hamilton, 22, 2008 Incumbent SF 278 Report  
 Review Status

**Report Progress** Yes  
 Assigned: 04/08/2009  
 Filer Started: 04/08/2009  
 Filer Sign and Submitted: 04/08/2009  
 Amended:  
 Submitted for Certification: 04/08/2009  
 Completed: 04/08/2009

**Due Dates & Extensions**  
 Current Due Date: 05/15/2008  
 Report Due Date: 05/15/2008  
[View/Edit Due Date & Extensions](#)  
 No extensions have been recorded.

**Common Questions**

- What is the difference between Review Data and Signature Data?
- What is the Approved Signature Date? How does it differ from the Submitted Date?
- When should an Additional Reviewer be added?
- What is the Glossary

**Review Chain Audit Trail**

Reviewer Role	Currently Assigned	Notify	Reviewer Type	End Reviews	Signed/Signatures
Supervisor SLC	William X. Burns	<input checked="" type="checkbox"/>	Organization		
Ethics Counselor	Gilda X. Proff	<input checked="" type="checkbox"/>	Organization		
Ethics Counselor Assistant	Gilda X. Proff	<input checked="" type="checkbox"/>	Organization		
Senior Legal Counsel	Jays, L. P. X.	<input checked="" type="checkbox"/>			
Ethics Counselor	2504, 800 X.	<input checked="" type="checkbox"/>			
Ethics Counselor Assistant	2504, 800 X.	<input checked="" type="checkbox"/>			
DAEO	Adrian X. Burn	<input checked="" type="checkbox"/>	Organization	04/08/2009 Burn, Adam X.	04/08/2009 Burn, Adam X.



## My Info

The My Info tab provides you access to manage your contact preferences, specify Assistants and view your FDM roles and related org units.

### Contact Information

The Contact Information page contains your personal contact information, such as e-mail address, phone and mailing address. Information on this page can be updated and saved at any time. This page displays the first time a FDM user logs into the system for editing and/or verification.

<b>My Reports</b>	<b>My Info</b>	<b>Resources</b>	<b>Contact Information</b>
<b>Contact Info</b>	<b>My Assistants</b>	<b>My Profile</b>	
Last Name: <input type="text" value="Lee"/>			
First Name: <input type="text" value="Brock"/>			
Middle Initial: <input type="text" value="K"/>			
Grade: <input type="text" value="OS13"/> (Enter grade as OY, OS13, etc.)			
Please provide your current Government Office address. If you do not have a Government Office address, provide a mailing address.			
Address Line 1: <input type="text" value="Adrt1"/>			
Address Line 2: <input type="text" value="Adrt2"/> (optional)			
City/Province: <input type="text" value="CIV"/>			
State: <input type="text" value="AK"/>			
Country: <input type="text" value="USA"/>			
Zip Code: <input type="text" value="00000"/> (optional)			
Telephone: <input type="text" value="000-000-0000"/>			
e-mail: <input type="text" value="e_address_@GUS.army.mil"/>			
Confirm e-mail: <input type="text" value="e_address_@GUS.army.mil"/>			
<input type="button" value="Save"/>			

### My Assistants

Use the My Assistants page to appoint an assistant to help with the report creation process. Filer Assistants can only create a draft report for the Filer's they are assist. They cannot esign or amend a report for a filer in FDM.

<b>Financial Disclosure Management</b>	<b>Log Out</b>	
<b>My Reports</b>	<b>My Info</b>	<b>Resources</b>
<b>Contact Info</b>	<b>My Assistants</b>	<b>My Profile</b>
Under Review - Brock Lee 2008 Incumbent SF 278 Report		
My Assistants		
My SF 278 Filer Assistants		
<input type="button" value="Add Assistant"/>		
<input type="text" value="Lyons, Dan D."/> <input type="button" value="Review"/>		
<b>Common Questions</b>		
What can an Assistant do?		
Who are the "Legal Reviewers in my review draft"?		
Glossary		

### My Profile

The My Profile page displays your FDM roles, Org Unit relationships, and Assistants, if any. Displays information about your FDM role and identifies which org units you have access to by FDM role.

**Note:** For more information about editing your logins in FDM, please see **QRC Login Credentials**.

<b>Financial Disclosure Management</b>	<b>Log Out</b>	
<b>My Reports</b>	<b>My Info</b>	<b>Resources</b>
<b>Contact Info</b>	<b>My Assistants</b>	<b>My Profile</b>
My Profile		
<input type="button" value="Edit Logins"/> <input type="button" value="Audit Trail"/>		
General Org Unit Information		
I am a member of Org Unit <b>QSC/RC</b>		
As 278 Filer, I have ...		
LYONS, DAN D. as SF278 Filer Assistant		
My Roles		
278 Filer		
Security and Privacy Notice   Help   Accessibility   Developed by: CECOM LCMC		



# FDM Annual Confidential OGE 450 Filer Worksheet

**Worksheet Instructions:** This spreadsheet is for agencies that are doing their initial FDM setup and will help distinguish Annual Filers from New Entrant Filers.  
Sample Filer and organization information is provided below.  
Sort this list by Supervisor's e-mail to group your filers together when copy/pasting into FDM.

Reference page 9 for setting up org units. (Click here.)  
Reference page 14 of the FDM POC Basic user Guide for registering Filers in FDM.

Filer's e-mail Address	Filer's Last Name	Filer's First Name	MI	Organization Name	Filer's Reviewer/Supervisor	Supervisor's title	Supervisor's e-mail	450 Certifier
Enter the agency specific e-mail address, e.g., suffix@abc.mil or suffix@abc.gov.				The Org Unit Name must be unique and is limited to 20 alphanumeric characters. The Org Unit name should accurately reflect the Org Unit of Filers you supervise. We recommend using the reviewing supervisor's position name here. For example, John Jones works for Jane Doe who is Chief, DRM. For organization name, use "DRM." Do the same for all other report filers that Jane Doe will review. For subordinate branches in DRM use the position title of the branch chief to group the filers that branch chief will review.	Name of the person who is responsible for completing a technical review of the Filer's financial disclosure report.	Title of supervisor's position. The Supervisor's position/title is very important, as it will assist in naming subordinate Org Units. EVERY Supervisor will have a separate Org Unit for their Filers.	E-mail address of Supervisor of the org unit. Enter the agency specific e-mail address, e.g., suffix@abc.mil or suffix@abc.gov.	Name of the Ethics Officer responsible for reviewing financial disclosure reports.
<b>Sample Filer and Org Unit Information</b>								
Samson.A.Knight@us.army.mil	Knight	Samson	A	OGC	Michael Raffone	Director	Michael.Raffone@us.army.mil	E. Pickney
Barbie.Dahl@us.army.mil	Dahl	Barbie						
Manny.Kin@us.army.mil	Kin	Manny		North East Region	Forrest Ranger	Chief	Forrest.Ranger@us.army.mil	
Eileen.Lefte@us.army.mil	Lefte	Eileen						
Jim.Shoe@us.army.mil	Shoe	James						
Patty.O.Furniture@us.army.mil	Furniture	Patricia	O	NE Region 1	Gladys Frydey	Branch Chief	Gladys.Frydey@us.army.mil	
Anne.T.Social@us.army.mil	Social	Anne	T					
Armand.Hammer@us.army.mil	Hammer	Armand						
Marty.Graw@us.army.mil	Graw	Martin						
(Type Filer's e-mail address here.)	(Type Filer's First Name here.)	(Type Filer's Last Name here.)		(Type Filer's Org Unit Name here.)	(Type Filer's Supervisor Reviewer Name here.)	(Type Supervisor's Title here.)	(Type Supervisor e-mail address here.)	(Type 450 Certifier Name here.)
(Type Filer's e-mail address here.)	(Type Filer's First Name here.)	(Type Filer's Last Name here.)		(Type Filer's Org Unit Name here.)	(Type Filer's Reviewer Supervisor Name here.)	(Type Supervisor's Title here.)	(Type Supervisor e-mail address here.)	(Type 450 Certifier Name here.)
(Type Filer's e-mail address here.)	(Type Filer's First Name here.)	(Type Filer's Last Name here.)		(Type Filer's Org Unit Name here.)	(Type Filer's Supervisor Reviewer Name here.)	(Type Supervisor's Title here.)	(Type Supervisor e-mail address here.)	(Type 450 Certifier Name here.)
(Type Filer's e-mail address here.)	(Type Filer's First Name here.)	(Type Filer's Last Name here.)		(Type Filer's Org Unit Name here.)	(Type Filer's Reviewer Supervisor Name here.)	(Type Supervisor's Title here.)	(Type Supervisor e-mail address here.)	(Type 450 Certifier Name here.)
(Type Filer's e-mail address here.)	(Type Filer's First Name here.)	(Type Filer's Last Name here.)		(Type Filer's Org Unit Name here.)	(Type Filer's Supervisor Reviewer Name here.)	(Type Supervisor's Title here.)	(Type Supervisor e-mail address here.)	(Type 450 Certifier Name here.)
(Type Filer's e-mail address here.)	(Type Filer's First Name here.)	(Type Filer's Last Name here.)		(Type Filer's Org Unit Name here.)	(Type Filer's Reviewer Supervisor Name here.)	(Type Supervisor's Title here.)	(Type Supervisor e-mail address here.)	(Type 450 Certifier Name here.)
(Type Filer's e-mail address here.)	(Type Filer's First Name here.)	(Type Filer's Last Name here.)		(Type Filer's Org Unit Name here.)	(Type Filer's Supervisor Reviewer Name here.)	(Type Supervisor's Title here.)	(Type Supervisor e-mail address here.)	(Type 450 Certifier Name here.)
(Type Filer's e-mail address here.)	(Type Filer's First Name here.)	(Type Filer's Last Name here.)		(Type Filer's Org Unit Name here.)	(Type Filer's Reviewer Supervisor Name here.)	(Type Supervisor's Title here.)	(Type Supervisor e-mail address here.)	(Type 450 Certifier Name here.)
(Type Filer's e-mail address here.)	(Type Filer's First Name here.)	(Type Filer's Last Name here.)		(Type Filer's Org Unit Name here.)	(Type Filer's Supervisor Reviewer Name here.)	(Type Supervisor's Title here.)	(Type Supervisor e-mail address here.)	(Type 450 Certifier Name here.)
(Type Filer's e-mail address here.)	(Type Filer's First Name here.)	(Type Filer's Last Name here.)		(Type Filer's Org Unit Name here.)	(Type Filer's Reviewer Supervisor Name here.)	(Type Supervisor's Title here.)	(Type Supervisor e-mail address here.)	(Type 450 Certifier Name here.)
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Filer's e-mail Address	Filer's Last Name	Filer's First Name	MI		Organization Name	Filer's Reviewer/Supervisor	Supervisor's title	Supervisor's e-mail	450 Certification
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# FDM New Entrant Confidential OGE 450 Filer Worksheet

## Worksheet Instructions:

Use this worksheet to distinguish between your New Entrant filers and Annual filers.

Once an agency/org unit exists in FDM, add New Entrant filers as they arrive so they can be assigned a New Entrant report and notified to use FDM for tracking purposes.

New Entrant Filers are new employees who will file for the first time or current employees with new duties that require filing an OGE 450 for the first time.

Reference page 9 in the FDM POC Basic User Guide for setting up org units. (Click here.)

Reference page 14 in the FDM POC Basic User Guide for registering Filers in FDM. (Click here.)

Filer's e-mail Address	Filer's Last Name	Filer's First Name	MI	Organization Name	Filer's Reviewer/Supervisor	Supervisor's title	Supervisor's e-mail	450 Certifier's Name
Enter the agency specific e-mail address, e.g., suffix@abc.mil or suffix@abc.gov.				The Org Unit Name must be unique and is limited to 20 alphanumeric characters. The Org Unit name should accurately reflect the Org Unit of Filers you supervise. We recommend using the reviewing supervisor's position name here. For example, John Jones works for Jane Doe who is Chief, DRM. For organization name, use "DRM." Do the same for all other report filers that Jane Doe will review. For subordinate branches in DRM use the position title of the branch chief to group the filers that branch chief will review.	Name of the person who is responsible for completing a technical review of the Filer's financial disclosure report.	Title of supervisor's position. The Supervisor's position/title is very important, as it will assist in naming subordinate Org Units. EVERY Supervisor will have a separate Org Unit for their Filers.	E-mail address of Supervisor of the org unit. Enter the agency specific e-mail address, e.g., suffix@abc.mil or suffix@abc.gov.	Name of the Ethics Official who is responsible for reviewing the Filer's financial disclosure report.
<b>Sample Filer and Org Unit Information</b>								
Samson.A.Knight@us.army.mil	Knight	Samson	A	OGC	Michael Raffone	Director	Michael.Raffone@us.army.mil	E. Pickney
Barbie.Dahl@us.army.mil	Dahl	Barbie						
Manny.Kin@us.army.mil	Kin	Manny		North East Region	Forrest Ranger	Chief	Forrest.Ranger@us.army.mil	
Eileen.Lefte@us.army.mil	Lefte	Eileen						
Jim.Shoe@us.army.mil	Shoe	James						
Patty.O.Furniture@us.army.mil	Furniture	Patricia	O	NE Region 1	Gladys Frydey	Branch Chief	Gladys.Frydey@us.army.mil	
Anne.T.Social@us.army.mil	Social	Anne	T					
Armand.Hammer@us.army.mil	Hammer	Armand						
Marty.Graw@us.army.mil	Graw	Martin						
(Type Filer's e-mail address here.)	(Type Filer's First Name here.)	(Type Filer's Last Name here.)		(Type Filer's Org Unit Name here.)	(Type Filer's Supervisor Reviewer Name here.)	(Type Supervisor's Title here.)	(Type Supervisor e-mail address here.)	(Type 450 Certifier's Name here.)
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